

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
CONSULTANT SERVICES DIVISION  
707 NORTH CALVERT STREET  
BALTIMORE, MARYLAND 21202

December 1, 2021

**Contract No.:** BCS 2021-19  
**Description:** Traffic Engineering Services  
District 2

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Prospective Offerors:

This addendum is being issued on the Advertisement for BCS 2021-19. All prospective Offerors must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Addendum No. 1 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 1 in the submittal may result in rejection.

Please be advised that the Expression of Interest delivery date for this procurement continues to be December 14, 2021 12:00 PM (NOON). Expressions of Interest received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

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**PEN AND INK CHANGES**

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**Please note the following changes to the BCS 2021-19 Advertisement:**

O1: Advertisement Section IV.I.6 Electronic Submission to eMMA:

- “6. The following information must be written in the Response Information box.
- a) In “Project Description,” enter BCS XXXX-XX, Project Title.
  - b) In the main box, enter EOI Due Date and Time, Firm Name, Firm Address and Contact Person for the submission.”

C1: Advertisement Section IV.I.6 Electronic Submission to eMMA:

- “6. The following information must be written in the Response Information – **Description** box: BCS XXXX-XX, Project Title, EOI Due Date and Time, Firm Name, Firm Address and Contact Person for the submission.”

**The Expression of Interest files are placed into the GENERAL Envelope.**

O2: Advertisement Section IV.I.10 Electronic Submission on eMMA:

“10. Please respond by December 14, 2022, prior to 12:00 PM (NOON)”

C2: Advertisement Section IV.I.10 Electronic Submission on eMMA:

“10. Please respond by December 14, 2021, prior to 12:00 PM (NOON)”

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### Questions from Potential Offerors

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**The deadline for questions for this contract ended at 12:00 PM (NOON) on November 30, 2021. No further questions are being accepted or answered. The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 PM (NOON) on November 30, 2021, from prospective offerors. The responses are provided for clarification to all prospective offerors in bold after the questions:**

Q1: Currently, the RFP reads that any of the 4 key staff positions can be employed by the Prime JV or any of the subconsultants. Verifying that this is correct for each key staff description. (pg. 6) Thank you!

**A1: The project’s solicitation stipulates that each of the Key Staff may be employed by the Prime/JV or any of the subconsultants.**

Q2: Can you confirm the due date should be December 14, 2021 instead of 2022?

**A2: Please see C2, above.**

Q3: Is a Certification Regarding Investments in Iran required in the EOI submission? If so, where should it be placed?

**A3: The signed Certification Regarding Investments in Iran shall be provided by the Prime firm or by each of the Joint Venture constituents in the EOI submittal. It is typically placed at the back of the submittal.**

Q4: Should Key Staff 2 be the Secondary Liaison?

**A4: The solicitation does not call for a Secondary Liaison.**

Q5: Are insurance certificates required for subconsultants?

**A5: Insurance Certificates (ACORD Forms) are not required from subconsultants. Insurance Certificates (ACORD Forms) are required from a Prime or by each constituent in a Joint Venture firm.**

Q6: Section IV (Required Information), Part B1 (Section E, Key Staff) notes that “a separate Section E form should be completed for each Key Staff proposed not to exceed five (4) pages total.” Please clarify if the total number of pages for this section is four or five.

**A6: SF 330 Part I, Section E is limited to four (4) pages – one (1) page for each Key Staff proposed.**

Q7: Please confirm Section E form should not exceed four (4) pages, not 5, per pg. 6: Part I, Section E: Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (4) pages total.

**A7: Please see A6, above.**

Q8: Please confirm the response by date is December 14, 2021, not 2022 per pg. 13: 10. Please respond by December 14, 2022, prior to 12:00 PM (NOON).

**A8: Please see C2, above.**

Q9: Per pg. 9, does the “Certification Regarding Investments in Iran” need to be included and signed by both the Prime and the subs?

**A9: Please see A3, above. Subconsultants are not required to submit Certification Regarding Investments in Iran.**

Q10: We are preparing our submission response for BCS 2021-19 Traffic Engineering Services District 2, and the RFQ instructions on pg. 13 state:

6. The following information must be written in the Response Information box.

a) In “Project Description,” enter BCS XXXX-XX, Project Title.

b) In the main box, enter EOI Due Date and Time, Firm Name, Firm Address, and Contact Person for the submission.

Since the label field is locked for editing shall we provide the information in a) and b) above within the description box?

**A10: Please see C1, above.**

Q11: For Key Staff positions (specifically Key Staff 1 and 2), is it acceptable for an individual to have a Bachelor's Degree in a relevant field other than Civil engineering if all other requirements are met?

**A11: The project's solicitation states that a Bachelor of Science in Civil Engineering is a minimum qualification requirement for both Key Staff #1 and Key Staff #2. No education requirement is stipulated for either Key Staff 3 or Key Staff #4.**

Q12: On page 6 of the RFP it says "Key Staff proposed not to exceed five (4) pages total." Please clarify if Section E should be 4 or 5 pages?

**A12: Please see A6, above.**

Q13: Section IV.B.1 of the public notice states that "Section E form should be completed for each Key Staff proposed not to exceed five (4) pages." There are 4 key staff. Please confirm that the page limit for Section E is 4 pages total or provide clarification regarding the information to be provided on the extra page.

**A13: Please see A6, above.**

Q14: Under Section IV, B, 1, is the key staff limited to five or four pages? The rfp says "five (4)".

**A14: Please see A6, above.**

Q15: On the last page of the RFP, the Section IV, I, 10, The due date states 2022, do you mean December 14, 2021 prior to 12:00PM, noon?

**A15: Please see C2, above.**

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE SUBMISSION IN  
FRONT OF THE TRANSMITTAL LETTER.**

*Jada J. Wright*

December 1, 2021

Jada J. Wright, Director

Date

Office of Procurement and Contract Management

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**Acknowledgement of Receipt**

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Firm Name

Signature-Authorized Official

Title

Date